

# MONTHLY TUTOR REPORT

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

(1 page for each student)

Please return this form by the 10<sup>th</sup> of each month for the previous month. You can:

1. Deliver it in person to the Adult or Children's Information Desk
2. FAX it to (951) 736-2499
3. E-mail your hours to [betty.luscher@corona.ca.gov](mailto:betty.luscher@corona.ca.gov) or [trixy.betsworth@coronaca.gov](mailto:trixy.betsworth@coronaca.gov)
4. Phone in your hours to Betty Luscher: (951) 736-2389 or Trixy Betsworth: (951) 547-1184
5. Mail it to Adult Reading Assistance c/o Corona Public Library, 650 S. Main St., Corona, CA 92882;

Tutor's name: \_\_\_\_\_

Student's name: \_\_\_\_\_

Tutoring location: \_\_\_\_\_

Note: PLEASE ROUND OFF TIME TO THE *NEAREST HALF-HOUR (.5)*

	Dates	Preparation Hours	Tutoring Hours	Other Hours	Total Hours
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
	TOTAL:				

Goals achieved this month (example: learn the alphabet, get a library card, interview)

---

New goals set this month (example: write a resume, pass the driver's license exam, prepare to vote)

---

---

Materials/Texts used: (Challenger, Voyager, etc.) \_\_\_\_\_

\_\_\_\_\_

Methods: (Talking Notebook, Language Experience, Oral Reading, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you wish, you may attach a writing project that you and your student have created.

Important literacy-related events in the life of the student: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Important literacy-related events in the life of the tutor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Materials, resources, or assistance you need from the office:

\_\_\_\_\_

\_\_\_\_\_

Comments/Problems (Please indicate any change of address or telephone number for tutor or student):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

General comments regarding the library (staff, resources, facility, meeting place, etc.) Please be specific:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_